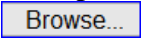# Instruction C
To scan and attach a document:

Note: this window will no longer be visible once you begin the scanning process. If you are at the courthouse, you may wish to view the "How Do I…?" manual, located in a binder by the kiosk. If you are elsewhere, you may wish to print these instructions, or note that you will need to go back and forth between two open windows on your computer.

1. Scan your document into the computer. A scanner is available for public use at the courthouse (see "How Do I…?" manual for detailed scanning instructions). If scanning at home, the document will go to whichever folder you designate.

2. Close the folder to return to the TurboCourt screen. Click 🔲 Attach . A new window will appear, titled "Attach Main Document."

3. Depending upon the type of form you're working with, any of the following prompts may appear. Complete each as necessary:
   - Document Category
   - Document Type
   - Title/Description (may be the same as the Document Type, or more specific)
   - Click Browse... . The folder location will appear with your saved PDF available for selection. Choose your document to attach.
   - Click Save . The "Attach Main Document" window will now close. Your document is attached. Once all of your documents are attached, click NEXT ▶ to proceed.

Do not include confidential information on any form unless is it necessary and material to the case. See Electronic Filing Rule 11 and 12.